REPORT WRITING

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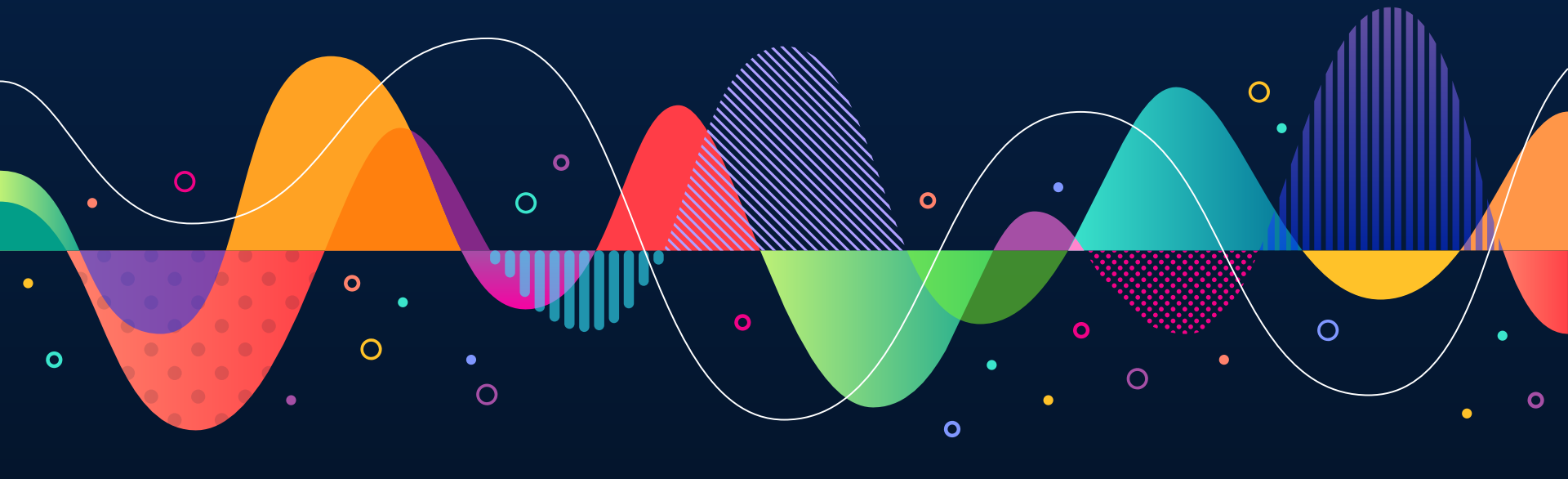


AGENDA:

- INTRODUCTION
- EFFECTIVE REPORT WRITING
- TYPES OF REPORT
- STRUCTURE OF REPORT
- PLANNING OF REPORT.
- FEATURES OF REPORT WRITING
- COMMON MISTAKES IN REPORT WRITING
- IMPORTANCE OF REPORT WRITING
- CONCLUSION

SO WHY SHOULD I LISTEN TO YOU

- Entrepreneurship Seminar
- INTERNATIONAL CONFERENCE
- Research & Development
- Surveys conducted by you
- You witnessed some Historic Speech
- You investigated some crime.

INTRODUCTION:

- • IT IS THE STUDY OF FACTS AND INFORMATIONS
- • IT IS FORMED IN A STRUCTURED FORMAT
- • BASED ON OBSERVATION AND ANALYSIS
- • IT HELPS THE MANAGEMENT IN AN ORGANISATION FOR MAKING PLANS AND SOLVING ISSUES IN THE ORGANISATION

WHAT IS A REPORT WRITING

- A means to convey some information to others.
- An organized, factual, objective presentation of information.
- ‘Organized’ since it follows a systematic pattern.
- ‘Objective’ means it should not be influenced by our personal feelings.
- Report is a comprehensive document and covers all aspects of the subject matter of

REPORTS AND ESSAYS.!!!

- Similarities:
  - formal style
  - careful proof-reading and neat presentation
  - introduction, body and conclusion
  - analytical thinking

KEY DIFFERENCES:

- **A report:**

  - presents information, not an argument is meant to be scanned quickly by the reader
  - uses numbered headings and sub-headings uses short, concise paragraphs and dot-points where applicable
  - uses graphics wherever possible (tables, graphs, illustrations)
  - may need an abstract (sometimes called an executive summary)
  - does not always need references and bibliography is often followed by recommendations and/or appendices

Steps to Create Effective Project Reports

1. **Decide the Objective**
   - Take some time to think about the purpose of the report.
2. **Understand Your Audience**
   - You may need to develop a more formal or informal tone to your own natural style. Adapting this technique will build rapport and make the reader more receptive to your ideas

Steps to Create Effective Project Reports

3. Report Format and Type

- Do you need to craft a formal, informal, financial, annual, technical, fact-finding or problem-solving report

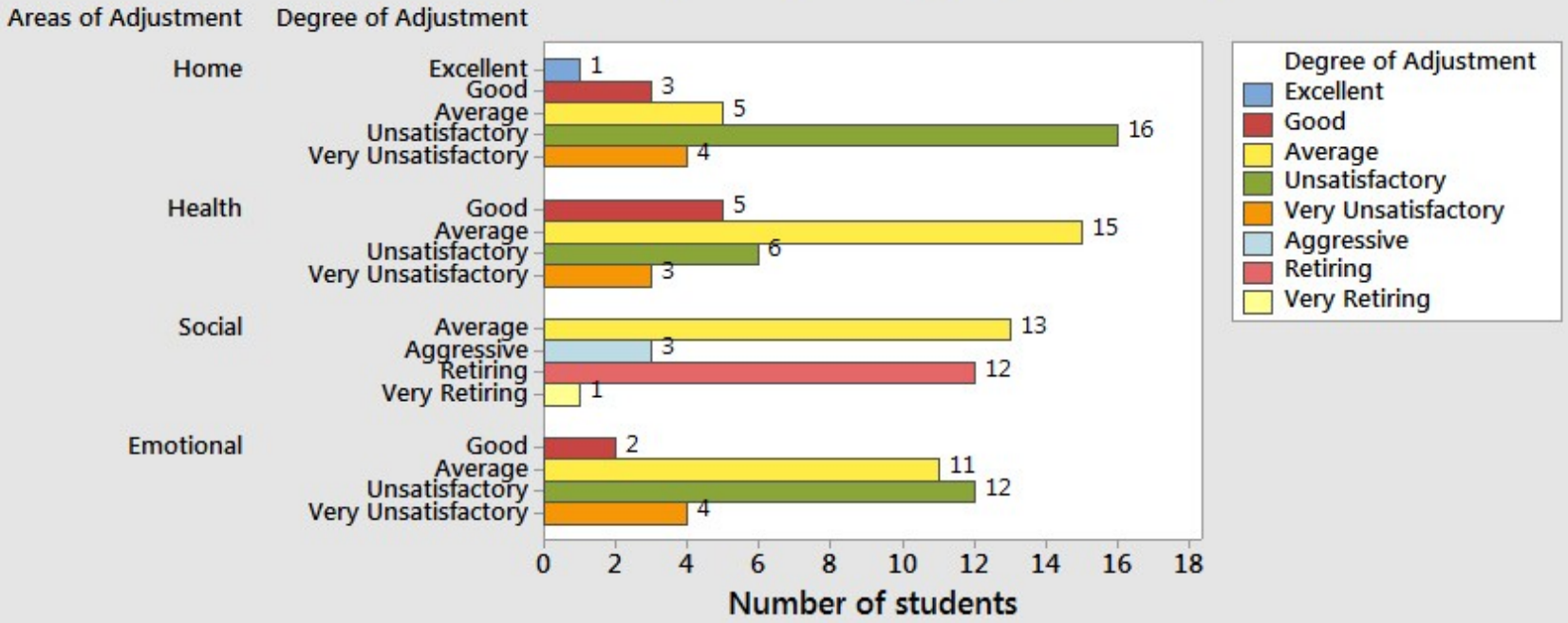
4. Gather the Facts and Data

- Including engaging facts and data will solidify your argument.

GROUP STUDY OF STUDENTS' ADJUSTMENT LEVEL

First Year Bachelor of Physiotherapy Student 2018

Sri Venkateswaraa College of Physiotherapy, Ariyur, Puducherry



This test conducted in Class Room on 13-8-2018, inwhich 15 Males and 14 Females were participated
S.LAKSHMANAN, Psychologist conducted this test using with Bell's Adjustment Inventery Student Form

Steps to Create Effective Project Reports

5. **Structure**
6. **Readability**
   - Spend some time making the report accessible and enjoyable to read.
7. **Edit**
   - The first draft of the report is rarely perfect so you will need to edit and revise the content. If possible, set the document aside for a few days before reviewing or ask a colleague to review.

Types of Report

- Research Report
- Business Report
- Scientific Report
- Routine Report
- Investigation Report
- Project Report
- Director’s Report

TYPES OF REPORTS :

1. Information only Reports
   - Provides basic information
   - Very very short
   - Report writing on monthly budgets, staff absentees and so on..

2. RESEARCH REPORTS

- Most widely used report
- Important for university level
- Includes R&D subjects.
- Writing a report on some product development.
- Report writing for your competitor’s activities.

3. CASE STUDY ANALYSIS REPORTS

- Hypothetical research reports.
- • Includes real life examples
- • Submit a report based on a case given to
- you
- • Widely used in university level competitions.

4. Business report

- A document in which a given problem is examined for the purpose of conveying information, reporting findings, putting forward ideas and, sometimes making recommendations.
- Provide the business executive with a basis for decision and action.

Types of business report?

As a matter of fact, there are two kinds of business reports

1. Routine reports
2. Special reports
3. **Routine reports:**

A routine report is an important part of a office but it does not need any special ability for obtaining details. It calls for accuracy nor any brain power. Such reports are usually written by subordinators

2. **Special reports:**

Such reports are written by a man whose training and experience make him an authority in the area with which the report is concerned. These reports are always specially authorized.

Importance of business report

- It is very useful tool, an instrument of managerial control.
- It shows the accurate description of a business.
- Reports paly an important role in planning and organization of a business house.
- Reports are considered as special kind of information, on which a man in authority may take a special decision.
- Reports are conducted by experienced persons by conducting surveys, investigating the matter thoroughly and submitting their findings along with their recommendations or suggestions.

Special business reports

- The special business reports can be classified into two categories;
  1. Short reports
  2. Long reports
- **1. Short report:**
  - Short report or informal report may range from a short statement of facts presented on a single page to a longer presentation taking several pages. This type of reports are usually submitted in the form of a letter or memorandum.
  - It does not need a cover, table or content or any special display.
  - It can be personal, informal and relaxed.
  - These are written as first person.(I or We)

. Long report:

- Long reports are always long one and consist of

Cover,	title page,	content page,
covering letter,	summary,	introduction,
the body of report,	conclusion,	suggestions
appendix	bibliography	and index…

- Mostly presented in the form of book.
- It is formal, impersonal and restrained in tone.

Memo Reports (Memorandum)

- a type of routine (informal) report
- prepares for internal communication purposes
- Impersonal and objective in its tone
- length ranges between a sentence or two to several pages
- begin with background information, the sender, receiver, the date, subject and location in case the memo refers to an event.

Memo Reports (Memorandum)

- Heading;
- Date;
- Address;
- Salutation;
- Body: Introduction, Findings and Recommendations
- Complementary close;
- Signature: (Full Name) and Designation

Letter Reports

- Letter reports are usually one-page documents
- Used for external communication purposes.
- They are in block form and include standard features of letters.
- Letter reports normally are typed on a company letterhead.

Project Reports (Detailed)

Introductory parts

- Title Page:
- Letter of Transmittal:
- Acknowledgment:
- Table of Contents:
- List of Illustrations and Graphs:
- Executive Summary or Abstract:

The Body of the Reports

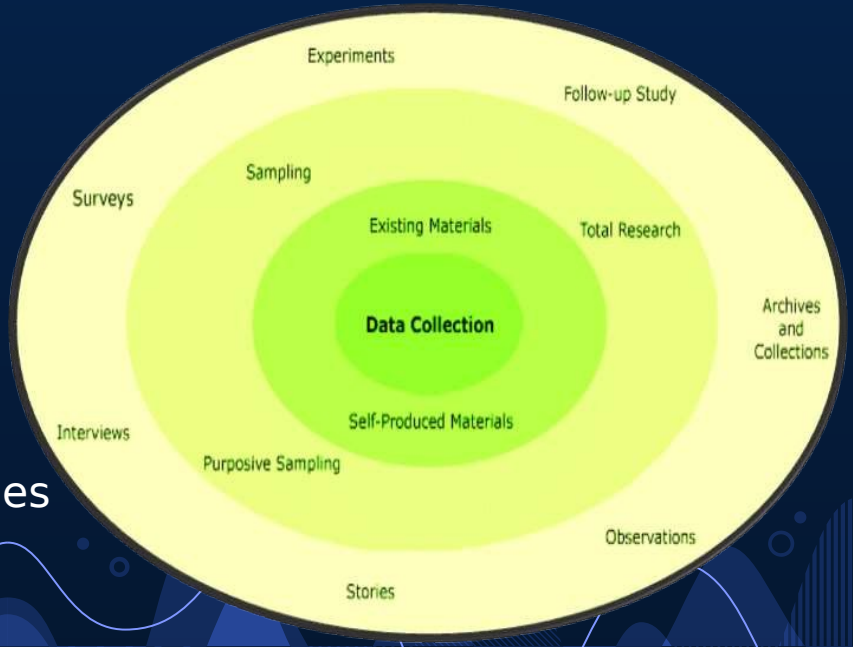
- Introduction
- Description
- Conclusion
- Recommendations

Appended Parts

- List of References
- Bibliography
- Glossary
- Appendix
- Index

Methods of compiling data for preparing report

- Plan (Introduction and Purpose)
- Identify (Scopes and Limits)
- Develop (Data Collection and Description of Target Analysis)
- Analyse (the actions, and findings)
- Summarise (Final Analysis and Issues for further recommendations)



Structure the Report

A report typically has four elements:

- **Executive Summary.** Your report will begin with the summary, which is written once the report is finished. As the first item the reader encounters, this is the most important section of the document. They will likely use the summary to decide how much of thereport they need to read so make it count!

Structure of the Report

- • **Introduction:** Provide a context for the report and outline the structure of the contents. Identify the scope of the report and any particular methodologies used
- • **Body:** It’s now time to put your writing skills to work! This is the longest section of the report and should present background details, analysis, discussions, and recommendations for consideration. Draw upon data and supporting graphics to support your position

Structure the Report

- **Conclusion:** Bring together the various elements of the report in a clear and concise manner. Identify next steps and any actions that your reader needs to take.

STRUCTURE OF REPORT

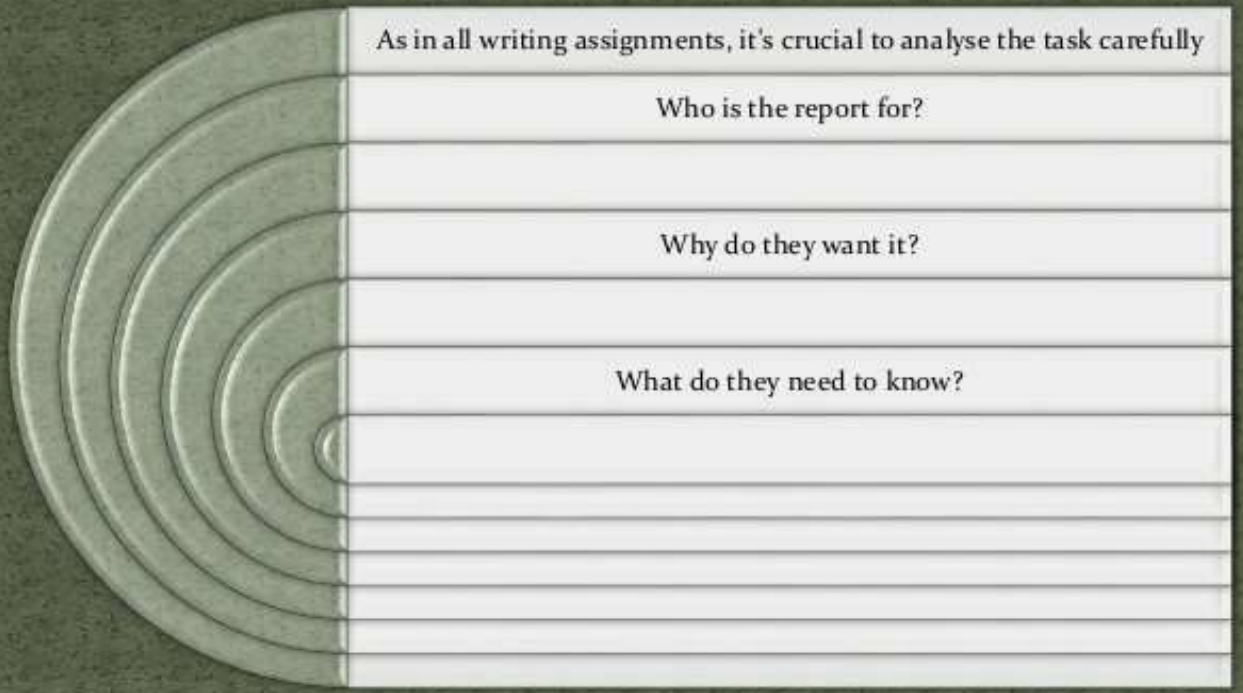
BROAD DIVISION	INDIVIDUAL SECTIONS
1. Preliminary Material	Title of Report
	Table of Contents
	Abstract / Synopsis
2. Body of Report	Introduction
	Literature Review
	Methodology
	Results
	Discussion
	Conclusion
	Recommendations
3. Supplementary Material	References / Bibliography
	Appendices

SECTIONS OF THE REPORT

Parts of the report	Contents	Functions	Types of writing	Language characteristics
Title page	Name of the report, date	To inform	Discursive	Factual
Table of contents	What you find in your report	To inform	Discursive	Factual
Summary	A summary of the report	To inform	Discursive	Factual, impersonal use of 3rd person pronouns, passive verbs
Introduction	Background, problem, approach, definition of special words used	To inform	Discursive	Same as the above
Methods	Methods or procedures which lead to the findings	To inform	Discursive	Same as the above
Findings	Results of investigation, research, and calculation	To inform	Discursive	Sa as the above
Conclusion	Conclusions drawn from the findings	To convince	Argument	It seems that …./ The result indicates tthat … / It is probable that…
Recommen-dation	Things that should be done as a result	To persuade reason	Argument, persuasive	Personal use of "I" and "We"
Bibliography	Books, articles, magazines, reports , any documents that has used for reference	To inform		

STRUCTURE OF REPORT

Planning of Report


As in all writing assignments, it's crucial to analyse the task carefully
Who is the report for?
Why do they want it?
What do they need to know?

FEATURES OF GOOD REPORT

- **1. Precision:**
- In a good report, the writer is very clear about the exact and definite purpose of writing the report.
- **2. The accuracy of facts:**
- Since decisions are taken on the basis of report information, any inaccurate information will lead to wrong decision.

FEATURES OF GOOD REPORT

3. Relevance:

- The facts presented in a report should not be only accurate but also be relevant .Irrelevant facts make a report confusing and likely to be misleading.

4. Conciseness:

- Rather it means that a good report is one of that transmits maximum information with minimum words. It avoids unnecessary detail and includes everything significant.

FEATURES OF GOOD REPORT

5. Render- Orientation:

- A good report is always render oriented. While drafting any report, it is necessary to keep in mind the person who is going to read it. Readers knowledge and level of understanding should consider by the writer of the report.

FEATURES OF GOOD REPORT

6. Simple Language:

- A good report is written in a simple language avoiding vague words. The message of a good report is self-explanatory

7. Grammatical Accuracy:

- A good report is free from errors. Any faulty construction of a sentence makes its meaning different to the reader and sometimes become confusing

FEATURES OF GOOD REPORT

8. Unbiased Recommendation:

- If the recommendation is made at the end of a report, they must be impartial and objective. They should come to a logical conclusion for investigation and analysis.

Points to remember while writing a Report

- Written in past ~~tense~~
- Don’t Use the First P~~erson~~
- Use ~~Indirect Speech~~
- Use ~~Passive Voice~~

I, Me X Third Person ✔
(Point of view)

HEADING

Place
Date

Reported by : Name (Designation)

Body

✓Introduction

1st Line : What?➡Who?➡When?➡Where? ⇦
2nd Line : Why? ⇦
3rd Line : Volunteer participation

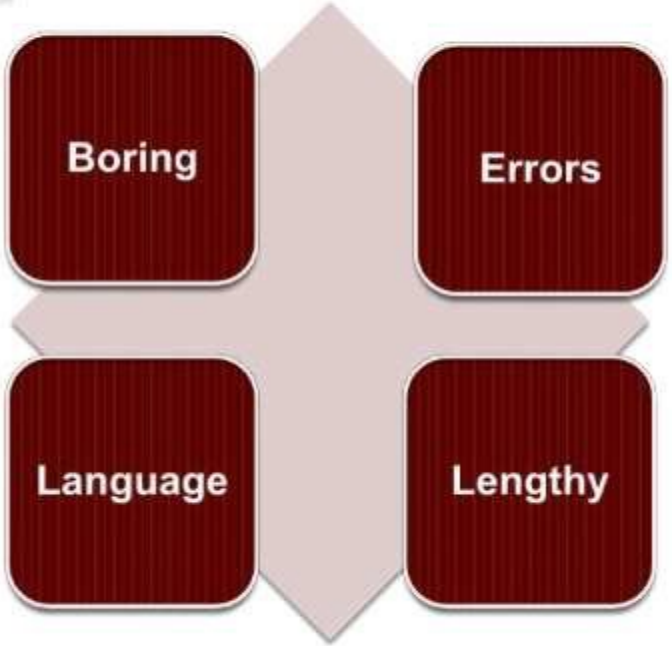
✓Main Content

How the event started and what were the highlights of the event. ⇦

✓Conclusion

Summarize the end of the event with a positive note.

Common mistakes in report writing



Conclusion

Reports in written form are useful for future reference.reports provide adequate and correct information as well as statistical data to management and helps in decision making .a report provides information of unknown facts ie new ideas new vision new solution to problem new research about a particular matter. a report provides valuable information of all sectors in the business hence report are useful for solving the problem of various department. Report acts as an important and effective internal tool of communication.

Thank You